



Haryana Government Gazette

EXTRAORDINARY

Published by Authority

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60-2020/Ext.] CHANDIGARH, MONDAY, MAY 4, 2020 (VAISAKHA 14, 1942 SAKA)

HARYANA GOVERNMENT

IRRIGATION & WATER RESOURCES DEPARTMENT

Notification

The 4th May, 2020

No. 14/01/2020-3IW.—

REGULATION AND ENLISTMENT OF CONTRACTORS RULES – 2020 (As per clause 14.2.1 of Haryana PWD Code)

- 1 **Title** - These rules shall be called the Irrigation and Water Resource Department (Enlistment of Contractors) Rules-2020 and shall come into force with effect from the date of notification.
- 2 **Short Title** - For the sake of brevity, the “Regulation and Enlistment of Contractors Rules-2020” of Irrigation & Water Resources Department shall, hereinafter, be referred to as 'Enlistment Rules-2020'.
- 3 **Objective of Enlistment** - Irrigation & Water Resources Department enlists contractors, who intend to work with the Department. The objective of such enlistment is to have a ready list of suitable and competent contractors for the works to be executed by Irrigation department, so as to minimize requirement of verification of credentials of contractors at the time of inviting individual tenders. Besides, only those contractors shall be allowed to continue in the list that remain active in the department and perform well. It shall not confer any right on him either to obtain tender documents or to get a work awarded to him. The department may add any condition while inviting a tender. Enlistment of a contractor only entitles him to be considered for issuance of tender papers subject to the conditions that may be prescribed in each notice inviting tender.
- 4 **Definitions:** -
 - 4.1 '*Category*' means type of works for which contractor has been enlisted,
 - 4.2 '*Chief Engineer*' means Chief Engineer of the department
 - 4.3 '*Class*' means the class in which a contractor has been enlisted,
 - 4.4 '*Company*' means the company formed & registered under the Indian Company's Act, 1956,
 - 4.5 '*Corporate body*' means a body incorporated under the Company's Act-1956, Haryana companies Act-1956 or The Haryana Co-operative Societies Act-1984.
 - 4.6 '*Department*' means Irrigation & Water Resources Department of the Government of Haryana.

- 4.7 'Earnest money' means a sum of money required to be submitted with the tender.
- 4.8 'Engineer-in-Chief' means Engineer-in-Chief of the department.
- 4.9 'Enlistment' means empanelment of a contractor by the competent authority of the department under any appropriate class and category,
- 4.10 'Executive Engineer' means Executive Engineer of a division of the department,
- 4.11 'Firm' means a firm registered by Registrar of Firms and Societies under the Indian Partnership Act-1932, 'Labour and construction society' means a labour and construction society registered under the Haryana Cooperative Societies Act-1984 for undertaking civil works,
- 4.12 'Near relative' means wife, husband, parent, children, brother, sister, brother/sister-in-law, son/daughter-in-law and father/mother-in-law of the key staff or engineering officers between the post of superintending Engineer and Junior Engineer (both inclusive) in a circle of the department.
- 4.13 'PAN' means Permanent Account Number issued by the Income Tax Authorities, Government of India,
- 4.14 'Rupee' means Indian rupee,
- 4.15 'Solvency' means the long-term financial stability of company/ society/ firm/ contractor and its ability to cover its long-term obligations. In other words, it's the ability of a company/ society/ firm/ contractor to meet short and long-term debts as they become due.
- 4.16 'GST number' means the Goods and Service Tax (GST) Number issued by the concerned department of Government of Haryana,
- 4.17 'Secretary' means Secretary or Principal Secretary to Government of Haryana, Irrigation and Water Resources Department,
- 4.18 'State Government' means Government of Haryana,
- 4.19 'Statutory organization' means an organization set up by an Act of State Legislative or Parliament or under Constitution of India.
- 4.20 'Superintending Engineer' means Superintending Engineer of Circle of Haryana Irrigation and Water Resources Department,
- 4.21 'Tender' means an offer submitted by a contractor to the Department in response to a notice inviting tender for executing a work, and
- 4.22 'Tendering limit' means the maximum limit up to which an enlisted contractor is eligible to tender,
- 5 Every enlisted contractor shall abide by rules made herein and as amended from time to time, during currency of his enlistment.
- 6 There shall be following classes of contractors and their respective authorized enlistment authorities :-

| Class | Category | Tendering Limit | Authority competent to enlist (here-in-after referred to as Enlistment Authority) |
|-------|--|-----------------------------|---|
| I | Irrigation & Drainage Works and other civil & mechanical works as per DNIT of Department | No limit | Enlistment Committee constituted by Engineer-in-Chief |
| II | Irrigation & Drainage Works and other civil & mechanical works as per DNIT of Department | Works up to Rupees 100 lakh | Enlistment Committee constituted by Engineer-in-Chief |
| III | Irrigation & Drainage Works and other civil & mechanical works as per DNIT of Department | Works up to Rupees 20 lakh | Superintending Engineer |
| IV | Irrigation & Drainage Works and other civil & mechanical works as per DNIT of Department | Works up to Rupees 10 lakh | Executive Engineer |

- 7 **Minimum qualification for enlistment** - For the enlistment of contractors in different classes & categories, one must qualify the minimum qualification criteria as prescribed in Appendix-A.
- 8 **Jurisdiction**- The jurisdiction of Class I to Class IV contractors shall be the entire State of Haryana and even any other place where the department undertakes the works.
- 9 **Eligibility**
- 9.1 An Indian national who is resident of India, sole proprietorship firm, partnership firm, company, statutory organization, co-operative society or corporate body may apply for enlistment as a contractor under these rules, provided the eligibility criteria and other conditions as mentioned in these rules are satisfied.
- 9.2 No employee of Government department, Government Company or statutory organization shall be entitled for enlistment. For the purpose of this rule, Government Company includes a co-operative society, labour & construction society or corporate body, which receives financial grants from any government on a regular basis.
- 9.3 No employee of Government department, Government Company or statutory organization, shall be entitled to enlistment in his individual capacity or as a partner of firm or Director of a company for a period of two years after retirement, unless he has obtained permission from the competent authority of his former employer. For the purpose of these rules, a government company includes a cooperative society, labour and construction society or corporate body, which receives financial grants from any government on a regular basis.
- 9.4 An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society, who has been debarred/blacklisted for doing business with any government department (center or any state government) or government company or co-operative society or corporate body or a statutory organization, which receives financial grants from government, shall not be eligible for enlistment.
- 9.5 An individual or a partner of a firm or Director of a company or organization, Managing Director or Chief Executive has been convicted by a court of law in a case of moral turpitude or in a case under Prevention of Corruption Act, shall not be eligible for enlistment. Any individual who is a partner of a firm or a member of a society or a Director of a company enlisted as a contractor cannot be a partner or director in any other enlisted firm, society or company.
- 10 The contractor shall abide by the terms and conditions set out in the tender documents such as earnest money, security, approvals required from statutory authorities etc.
- 11 **Enlistment Procedure -**
- 11.1 Anyone who is interested for getting himself enlisted as a contractor, may apply online through the website of the Department www.hid.gov.in under contractor enlistment along with requisite non-refundable fee as per clause 11.3. The contractor will also upload all other documents to establish correctness of the facts stated in the application.
- 11.2 After uploading the information on the enlistment portal, the contractor shall download the application (filled pdf format) and submit the application duly signed along with all necessary documents, affidavits and certificates.
- 11.3 **Enlistment Fee**
- 11.3.1 Applicant, desirous of getting enlisted with the Department, shall be required to submit application Form along with a **non-refundable fee** of the amount as mentioned below and documents as prescribed in the said Form:-

| Class | Authority to whom application can be submitted | Non-refundable Enlistment Fee |
|-----------|---|--|
| Class - I | Superintending Engineer (Field Circles only). He will recommend and forward the same to Chairman, Enlistment Committee, Haryana Irrigation and Water Resource Department, Sinchai Bhawan, Sector -5, Panchkula. | The contractor/ agency/society shall deposit non-refundable fees amounting to Rs.20,000/- (Twenty thousand rupees only) through online e-grassportal of Haryana Government (www.e-grashry.nic.in) in the head of 0700-80-800-99-51-General-Other |

| Class | Authority to whom application can be submitted | Non-refundable Enlistment Fee |
|------------|---|--|
| | | Receipts in the DDO account of concerned Executive Engineer through which he is applying his enlistment case. |
| Class- II | Superintending Engineer (Field Circles only). He will recommend and forward the same to Chairman, Enlistment Committee, Haryana Irrigation and Water Resource Department, SinchaiBhawan, Sector - 5, Panchkula. | The contractor/ agency/ society shall deposit non-refundable fees amounting to Rs.10,000/- (Ten thousand rupees only) through online e-grassportal of HaryanaGovernment (www.egrashry.nic.in) in the head of 0700-80-800-99-51 - General - Other Receipts in the DDO account of concerned Executive Engineer through which he is applying his enlistment case. |
| Class- III | Superintending Engineer. | The contractor/ agency/society shall deposit non-refundable fees amounting to Rs.3,000/- (Three thousand rupees only) through online e-grassportal of Haryana Government (www.egrashry.nic.in) in the head of 0700-80-800-99-51 - General - Other Receipts in the DDO account of concerned Executive Engineer through which he is applying his enlistment case. |
| Class- IV | Executive Engineer. | The contractor/ agency/society shall deposit non-refundable fees amounting to Rs.1,000/- (One thousand rupees only) through online e-grass portal of HaryanaGovernment (www.egrashry.nic.in) in the head of 0700-80-800-99-51 - General - Other Receipts in the DDO account of concerned Executive Engineer through which he is applying his enlistment case. |

- 11.3.2 The enlistment fee to be charged from a Co-operative Labour and Construction Societies shall be governed by rules and notification, as amended from time to time by Department of cooperation, Government of Haryana.
- 11.3.3 **Enlistment fee in case of unemployed Engineers** - Qualified unemployed Diploma and Degree holder Engineers may be enlisted in the appropriate class on deposition of 50% of the registration fee.
- 11.3.4 **Application** can be submitted on any working day or sent by post or courier. The Enlistment Authority shall not be responsible for delay or loss of application by courier and/or postal service.

- 11.4 **Separate** application should be submitted for each category and class.
- 11.5 **Mere** submission for an application does not entitle applicant to get enlisted in the class and category for which application has been submitted. The competent authority for enlistment as mentioned in Rule 7 above shall have full authority to scrutinize, verify or get verified any information and details furnished by the applicant in the Enlistment Form. He may also obtain additional information from the applicant and / or from any other source and / or may constitute Inspection Committee(s) and / or Advisory Committee(s) for inspection and verification of works executed by the applicant.
- 11.6 Competent authority for enlistment as mentioned in Rule 7 shall decide all applications received within a period of Ninety days in case of enlistment under Class-I and Class-II and Forty five days in case of enlistment for Class-III to Class-IV. If an application is rejected, the competent authority shall inform the applicant in writing or through Email given by the contractor along with reason(s) for rejection.
- 11.7 **Documents for Enlistment:** The applicant must submit the documents with application form as given in Annexure -B -1. These can be modified by the Department from time to time. The applicant shall supply the required information, failing which the application may not be considered.
- 11.8 The enlistment order shall contain the name of the firm, class, category, code number, name of authorized power of attorney holder, period of enlistment etc. Each enlisted contractor shall be issued photo identity card in favor of power of the attorney holder/ authorized signatory.
- 12 The enlistment of contractor issued by enlisting authority shall be made effective from the date of enlistment.
- 13 **Period of validity of enlistment and renewal:** Enlistment of a contractor shall be done for a maximum period of two years. However, he is eligible to apply for renewal of enlistment for a further period of two years, for which he must apply at least three months before the expiry of his enlistment.
- 14 Procedure for renewal of enlistment: Anyone who is interested for getting his enlistment renewed as a contractor, may apply in the prescribed form, here-in-after called as Renewal Form as given in Appendix-C.
- 14.1 If request for re-enlistment/renewal is received before the expiry of the period of enlistment, the application shall be accepted with 50% fee as in case of fresh enlistment mentioned in clause 12.3. The agency seeking for renewal for enlistment, must apply before the expiry of the enlistment otherwise the agency has to apply for fresh enlistment and will have to pay full enlistment fee.
- 14.2 No application for renewal of enlistment shall be entertained from the expiry of period of enlistment. Contractor shall have to apply afresh for enlistment.
- 14.3 If an enlisted contractor applies for renewal in time on the expiry of his present enlistment, he will be entitled to tender for works up to a period of three months from the expiry of his present enlistment provided he has submitted all the documents complete for renewal of enlistment. The work will be allotted only after renewal of enlistment.
- 14.4 If enlisted contractors does not submit tender for two works during two consecutive years in the Department, he shall be de-listed and shall also not be eligible for renewal of enlistment. He shall also not be eligible for fresh enlistment for one more year.
- 14.5 **Documents for renewal of enlistment:** The applicant must submit the documents with the renewal form given as Annexure: C-1.
- 14.6 Competent authority for renewal of enlistment of contractor is same as for enlistment of contractors as mentioned in rule 7 & shall decide all applications received with a period of ninety days in case of renewal under Class-I and Class-II and forty five days in case of renewal for Class-III to Class-IV. If an application is rejected, the competent authority shall inform the applicant in writing along with reason(s) for rejection.
- 15 There is no bar to a contractor of a higher category tendering for work falling in the lower category/categories.
- 16 No order of enlistment of any contractor shall be issued with retrospective date and no tender form to a contractor provisionally found fit for enlistment, shall be issued.
- 17 **Restrictions while inviting tenders-** The competent authority can impose conditions of any type while inviting tenders. The conditions include pre-qualification / post-qualification and may make other contractors who are not enlisted with Haryana Irrigation & Water Resources Department eligible for bidding for works more than Rs. 2.00 crore or any other limit as prescribed by the Government or in case of special type of works.

19. **Responsibility of Contractors** - Every enlisted contractor shall undertake to abide by the Enlistment Rules as amended from time to time and also by the terms and conditions of contract agreement and the Notice Inviting Tender. It shall be his primary responsibility to execute work as per contract agreement on time and with prescribed specifications and quality.

20. **Disciplinary Actions and Disqualifications -**

Enlisting authority is empowered to take disciplinary actions such as to demote an enlisted contractor to a lower class, cancel his enlistment and debar/blacklist him or remove his name from the list of enlisted contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice and being heard in person. Enlistment authority can also place an enlisted contractor under suspension which shall be followed by a show cause notice within 60 days. Decision of the enlisting authority shall be final and binding on the contractor.

Following disciplinary actions can be taken against the contractors for any or more following acts of omission or commission -

- 20.1 **Demotion to a Lower Class** - After giving a show cause notice of 30 days and recording the findings, the enlisting authority may demote a contractor to a lower class due to any of the following reasons:

- (a) The contractor ceases to possess the adequate equipment, technical personnel and financial resources to execute works in the class enlisted;
- (b) He violates an important condition of contract executed by him with any department of the State Government; and
- (c) He is responsible for any other matter which may justify his demotion to a lower class taking into account the merits of the case.

- 20.2 **Removal from the Register.** The enlisting authority may remove the name of a contractor from the register of enlisted contractors, after giving show cause notice of 30 days and recording the findings after hearing the contractor due to any of the following reasons:

- (a) The contractor fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for major construction defects which get manifested after the expiry of defects liability period;
- (b) He violates any important condition of any contract carried out by him with any department of the State Government;
- (c) He fails to furnish the required GST tax/ works contract tax clearance certificate as required under the rules;
- (d) He fails to abide by any of the conditions of enlistment or is found to have given false particulars at the time of enlistment;
- (e) He is declared or is in the process of being declared bankrupt, insolvent, or his business is wound up/ dissolved;
- (f) His enlistment security falls short due to adjustment against any recovery and he fails to make it up; and
- (g) He persistently violates the provisions of mining or/ and labour laws and regulations.

- 20.3 **Blacklisting:** After giving show-cause notice of 30 days (or as provided in the Enlistment Rules) and recording the findings after hearing the contractor, the enlisting authority may blacklist a contractor due to any of the following reasons:

- (a) There are sufficient reasons to believe that the contractor or his employee has been guilty of malpractice such as bribery, corruption, fraud, vitiating fair process, including substitution or interpolation of tenders, pilfering or unauthorized use or disposal of government material issued for specific works;
- (b) The contractor continuously refuses to pay government dues without showing adequate reasons and where the enlisting authority is satisfied that no reasonable dispute attracting reference to Court of Law exists for contractor's action;
- (c) Where the contractor or his representative has been convicted by a Court of Law for offences of moral turpitude in relation to business dealings or where security considerations, including suspected loyalty to the State, so warrant; and

- (d) If the contractor or his representative is found guilty of misbehavior with any official of the State Government connected with the execution of the work directly or indirectly.
- 20.4 **Debarring/ Suspension.** After giving a notice of 15 days (or as prescribed in the Enlistment Rules) and recording reasons the enlisting authority may debar/ suspend for a particular period, the enlistment of a contractor for any of the following reasons:
- If a contractor does not execute agreement or deposit performance guarantee or does not start the work or complete the work after acceptance of tender as per agreement, the contractor is liable to be debarred and suspended from participating in the re-tender of that work or in future tenders and his enlistment may be suspended;
 - If an enlisted contractor, after having tendered for a work or after negotiations, gives unauthorized applications voluntarily, vitiating the fair tendering process; and
 - In case of a co-operative society, if it does not get the accounts audited in time.
- 20.5 Actions listed in Para 20.3 & 20.4 shall be taken against even those contractors which are not enlisted with the department. In such cases, the authority competent to take action shall be the authority competent to sanction the estimate technically.
- 20.6 Information of punitive action taken against a contractor shall be given wide publicity and circulated among Government organizations.
21. **Right of Appeal:** - Any applicant, who does not receive a decision within fifteen days after the expiry of the time period specified in Rule 12.6 & 15.6 or is aggrieved by a decision of the enlisting authority or is aggrieved by a decision taken under Rule 20, as the case may be, may, within 30 days from expiry of such period or from the receipt of such a decision, file an appeal before the following authorities:-

| Class | Enlistment Authority | First Appellate Authority | Second Appellate/Revisional Authority |
|-------|--|---|--|
| I | Enlistment Committee of the Department | Engineer-in-Chief Irrigation and Water Resources Department | Additional Chief Secretary/ Principal Secretary to Government Haryana, Irrigation Department |
| II | Enlistment Committee of the Department | Engineer-in-Chief Irrigation and Water Resources Department | Additional Chief Secretary/ Principal Secretary to Government Haryana, Irrigation Department |
| III | Superintending Engineer | Enlistment Committee of the Department | Engineer-in-Chief Irrigation and Water Resources Department |
| IV | Executive Engineer | Superintending Engineer concerned. | Chief Engineer concerned. |

22. **De-Enlistment of Contractors** - If an enlisted contractor desires to get himself de-listed from the list of registered contractors, he shall apply to the authority concerned.
23. **Change in Constitution of Firm** -An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-B-5. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors. If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his(their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
24. **Change in Address** - While applying for enlistment, the contractor should mention address of his registered office as well as Head Office, if different. All documents i.e. Bankers' Certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted. The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors

25. **Near Relatives Working in Haryana Irrigation and Water Resources Department** - Contractors whose near relatives are working as Superintendent, Deputy Superintendent, Divisional Accountant, Senior Accounts Clerk or Engineering Officers between the post of Superintending Engineer and Junior Engineer (both inclusive) in the Department, will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, children, brothers, sisters, brother/sister in law, son/daughter-in-law, and father-in-law/mother-in-law. In case of any violation action shall be taken as per clause-20 of these rules.
26. **Repeal and saving** - All rules regarding enlistment/revalidation of contractors in PWD existing before coming into force of Enlistment Rules-2020 are repealed. Notwithstanding such repeal, the Contractors already enlisted on the basis of rules hitherto in force shall be required to apply for enlistment under appropriate class under these rules within a period of 6 months from the date of notification of these rules. No enlistment fee shall be charged for the period of validity of previous enlistment. Such contractors shall continue to enjoy the status of enlisted contractors of PWD till their application for enlistment under these rules is decided by the Department. In case of non submission of the application within the stipulated period, the contractor shall stand automatically de-listed from the register of enlisted contractors.

Chandigarh:
The 14th Feb, 2020.

DEVENDER SINGH,
Additional Chief Secretary to Government Haryana,
Irrigation & water Resources Department.

Appendix – A

MINIMUM QUALIFICATION FOR ENLISTMENT OF CONTRACTORS

| Class | Experience | Machinery | Technical persons required | Solvency required |
|-------|--|--|---|--|
| I | Should have turnover of more than Rs. 2.00 crore from construction of Irrigation & Drainage works each of them costing more than Rs.50.00 lac during the last four years. At least two works out of them should have been completed. | i) Digital Concrete weigh batcher with hopper of full bag capacity – 2 Nos. ii) Concrete mixers with hopper of full bag capacity – 2 Nos. iii) Steel shuttering 2,00sqm. iv) Steel props for covering 5,000 m ³ space v) Needle vibrator-4 (2 fuel, 2 electric) vi) Surface vibrator – 4 Nos vii) Concrete pump viii) 2 hydraulic excavator with six No. Dumpers | One Graduate Engineer (Civil) with minimum experience of 3 years or diploma Engineer (Civil) with minimum experience of 7 years | Not less than Rs.2.00Crore as per Appendix-B-4 |
| II | Should have turnover of more than Rs. 50.00 lakh from construction of Irrigation & Drainage works each of them costing more than Rs.10.00 lac during the last four years. At least three works out of them should have been completed. | i) Steel shuttering 500 sqm. ii) Steel props for covering 1,000 cum space iii) Concrete mixers with hopper of full bag capacity-4 No. iv) 1 Hydraulic Excavator with three No. Dumpers v) Needle vibrator – 2 No. vi) Surface vibrator – 1 No. | One Graduate Engineer (Civil) or diploma Engineer (Civil) with minimum experience of 4 years | Not less than Rs.100.00 lakh Appendix-B-4 |
| III | Should have turnover of more than Rs. 20.00 lakh from construction of Irrigation & Drainage works each of them costing more than Rs. 5.00 lakh during the last four years. At least two works out of them should have been completed. | i) Concrete mixers of full bag capacity – 2 No. ii) Needle vibrator – 2 No. iii) Surface vibrator – 1 No. | A diploma Engineer (Civil) with minimum experience of 1 year | Not less than Rs. 20.00 lakh Appendix-B-4 |
| IV | Decision would vest with Executive Engineer for deciding cases on merit depending on the financial soundness of the applicant | A fresh contractor shall not be awarded more than 3 works for next 1 year unless he has completed 2 works in 1 st year after enlistment/allotment of works | A diploma Engineer (Civil) or One qualified Supervisor (Civil) with minimum experience of 1 year | Not less than Rs. 10.00 lakh Appendix-B-4 |

**Government of Haryana
Irrigation & Water Resources Department**

APPLICATION FORM FOR ENLISTMENT AS CONTRACTOR

Supporting Documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

| | |
|--------------|--|
| Class | |
|--------------|--|

**Photograph
(Please staple 2
extra
photograph)**

1. Name of applicant:- _____

2. Nationality:- _____

3. Address:- _____

4. Regd Office Address:- _____

5. Telephone No.:- _____ Mobile No.:- _____ (Mandatory)

6. Email address:- _____ (Mandatory)

7. Constitution:- ☐ Individual:- ☐ Sole Proprietorship Concern ☐

Partnership Firm:- ☐ Public Ltd. Company:- ☐ Private Ltd. Company:- ☐

8. If partnership firm, names of the partners/If company, names of directors

i.

ii

iii.

iv

v.

vi

9. Is the individual/sole proprietor/any partner/director of company

i. Dismissed Government Servant Yes No

ii. Removed from approved list of contractors Yes No

iii. Demoted to a lower class of contractors Yes No

iv. Having business banned/suspended by any Government in the past Yes No

| | | | |
|-------|--|-----|----|
| v. | Convicted by a court of law | Yes | No |
| vi. | Retired engineer/official from engineering Department of Haryana within last Two years | Yes | No |
| vii. | Director or partner of any other Company/firm Enlisted with PWD or any other department | Yes | No |
| viii. | Member of parliament or any State Legislative Assembly | Yes | No |

If answer to any of the above is 'YES', furnish details on a separate sheet

10. (a) Name of person holding power of attorney:- _____

(b) Nationality

(c) Liabilities

11. Name of Bankers with full address:- _____

12. Place of business

13. Full time technical staff in applicant's employment

- i. Number of Graduate engineers with minimum 10 years experience
- ii. Number of Graduate engineers with minimum 05 years' experience [excluding (i) above]
- iii. Number of Diploma engineers with minimum 10 years experience
- iv. Number of Diploma engineers with minimum 03 years experience [excluding (ii) above]

14. Does the applicant have sufficient T and P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for (Appendix B-6) Yes No
[attach details and category applied for]

15. (a) Whether already enlisted with Irrigation & Water Resources Department Haryana or any other department/Organisation

Yes No

(b) If yes, give details

- (i) Name of the department/organisation
- (ii) Class and category
- (iii) Enlistment authority with address
- (iv) Enlistment No. and date
- (v) Date of validity
- (vi) Tendering limit

16. Is any person working with the applicant is a near relative of the officer/official of Haryana Irrigation & Water Resources Department or any other department/organisation If yes, give detail.

17. Details of Works completed, in progress and secured during the last 4 year to be filled in proforma as given in Appendix –B-2). This list should include all works with gross amount of work done is more than the required magnitude for the class in which registration is required.

18. Certificate from clients in original or attested copy as per Performa given in Appendix –B-3 for all eligible works.

19. Certificates:-

- i. I/We (including all partners) certify that I/We have read the Rule of Enlistment of Contractors in PWD as amended up to –date and shall abide by them.
- ii. I/We certify that I/We will not get myself/ourselves registered as contractors (s) in the Department under more than one name.
- iii (a) Certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or Administrative duties in the Engineering Department of the Government of Haryana during last two years. I also certify that I have neither such a person within two years of my retirement except with the prior permission of the Government.

(For individuals seeking enlistment in their own name.)

(b) We certify that none of the Partners/Directors retired as an Engineer of Gazetted rank or as a Gazetted Officer employed in Engineering or Administrative duties in the Engineering Departments of the Government during last two years. We also certify that we have neither under our employment any such person nor shall we employ any such person within two years of his retirement except/with the prior permission of the Government. We further certify that Partner(s)/Director(s) is/are not dismissed Government servant and we undertake not to employ, directly or indirectly any person dismissed from Government service in our business without the prior permission of the registering authority.

- iv I/We certify that I/We was/were not blacklisted by any Govt. Department/organisation.
- v. I/We certify that the information given above is true to the best of our knowledge. I./We also understand that if any of the information is found wrong. I am/We are liable to be debarred/blacklisted.

(Strike out whichever is not applicable)

Signature (s) of applicant (s):

Name

Signature

Address

1.

2.

3.

4.

Date:

No. of Documents attached

Signature of Applicant(Stamp of firm/contractor/Society)

Documents attached for enlistment

Appendix - B-1

| Sr. no. | Document | Yes | No |
|---------|--|-----|----|
| 1 | Proof of constitution: a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. b) In case of partnership firm: (Submit attested copies) i. Partnership deed attested by Notary Public. ii. Form 'A' or equivalent form issued by Registrar of firms. iii. Form 'B' or equivalent form issued by Registrar of firms. iv. Form 'C' or equivalent form issued by Registrar of firms. c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public | | |
| 2 | Proof of residence (Self Attested Copy of Aadhar card/Voter card) | | |
| 3 | Proof of PAN No.(Self Attested copy of PAN) | | |
| 4 | Proof of Identity.(Self Attested Copy of Aadhar or Ration Card) | | |
| 5 | Proof of Property.(Self Attested Copy of Property) | | |
| 6 | Affidavit of having never been black-listed by any Govt. Organisation | | |
| 7 | Power of attorney, if any attested by Notary Public | | |
| 8 | Three passport size photographs of power attorney holder/ authorised signatory | | |
| 9 | Bankers' certificate from scheduled bank in the Performa given in Appendix -B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. | | |
| 10 | Technical Staff: i. List of full time technical staff/Designers with qualification and experience of each. ii. Attested copies of the degrees/diplomas of the technical staff/Designers. iii. Declaration from the technical staff that they are employed with the applicant.(Appendix B-5) iv. Documents like PF subscription. Copy of Income Tax return with IT form 16 etc. Conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) | | |
| 11 | i. List of Machinery, Tools and Plants possessed by the Applicant. ii. Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) | | |
| 12 | List of all near relatives working in PWD, including their addresses. | | |
| 13 | Enlistment Fee payment receipt downloaded from E-grass portal | | |
| 14 | i. Original or attested copies of certificates for works done form concerned clients , in Performa as given in appendix-B-3 ii. Attested copies of award letters for works included in Appendix -B-2 | | |
| 15 | Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer | | |

Signature of Applicant
(Stamp of firm/contractor)

(1) In case of enlistment- works completed, in progress and secured during the last four years.

[illegible]

Signature of Applicant
(Stamp)

Appendix- B-3.**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name and address of the

Client.....

.....

Details of Works executed by Shri/M/s.

.....

.....

| | | |
|------|---|--|
| (1) | Name of work with brief particulars | |
| (2) | Agreement No. and date | |
| (3) | Agreement amount | |
| (4) | Date of commencement of work | |
| (5) | Stipulated date of completion | |
| (6) | Actual date of completion | |
| (7) | Details of compensation levied for delay (indicate amount) if any | |
| (8) | Gross amount of the work completed and paid | |
| (9) | Name and address of the authority under whom works executed | |
| (10) | Whether the contractor employed qualified Engineer/Overseer during execution of work? | |
| 11 | i) Quality of work (indicate grading) ii) Amt. Of work paid on reduced rates, if any. | Outstanding /very Good /Good/ Satisfactory/Poor |
| 12. | i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded | |
| 13. | Comments on the capabilities of the contractor. a) Technical proficiency b) Financial soundness c) Mobilization of adequate T&P d) Mobilization of manpower e) General behaviour | Outstanding/Very Good /Good/ Satisfactory/ poor Outstanding/Very Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor |

Note: All columns should be filled in properly

Countersigned

Signature of the
Reporting Officer with office
Not below the rank of Executive
Engineer.

Officer of the rank of Superintending Engineer of equivalent

Appendix-B-4**FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s./Shri..... having marginally noted address, a customer of our bank is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank of any of the officers.

(Signature)
For the Bank

Note: 1) Bankers certificates should be on letter head of the Bank.

2) In case of partnership firm certificate to include names of all partners as recorded with the bank.

Appendix-B-5**FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED****A. DOCUMENTS TO BE SUBMITTED**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
3. Dissolution deed/consent of retiring partners /death certificate in case of death of a partner.

B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP.

- i) Whether he is enlisted with CPWD/MES/Railway/PandT/State PWD.
- ii) Whether he is a dismissed Govt. servant and debarred by his employer for doing business with a government department of government company or statutory organisation..
- iii) Whether he is partner/director of any other firm enlisted with the Department/MES/Rly./PandT/State PWD.
- iv) Whether he is member of Indian Parliament or State Legislature.
- v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- vi) Whether he is a dismissed/removed/retired Govt. servant within 2 years.
- vii) Whether he has civil or criminal case pending in any court in India. If yes give details.

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

- 1) Copy of the partnership deed duly attested by the Notary Public.
- 2) Fresh Bankers certificate from banker of the contractor indicating new constitution..
- 3) Form A,B and C or equivalent as the case may be.

Acknowledgment from the income Tax/Sales Tax department for having noted the change.

Signature of Applicant

(Stamp)

Appendix-B-6**List of Machinery**

| Sr. No. | Name of Machinery | Make | Model | Capacity | Quantity | Present Location | Year manufacture of |
|------------|-------------------------|------|-------|----------|----------|---------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
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Applicant Signature
(Stamp)

Appendix-C

**Government of Haryana
Irrigation & Water Resources Department**

APPLICATION FORM FOR RENEWAL OF ENLISTMENT

The applicant should study carefully the rules of Enlistment and the list of documents to be annexed with the application form before filling the form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

| | |
|--------------|--|
| Class | |
|--------------|--|

Photograph

1. Name of applicant
2. Nationality
3. Address
4. Regd Office Address
5. Telephone no. Fax No.
6. Email address
7. Constitution: Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd. Company
8. If partnership firm, names of the partners/If company, names of directors
 - i. ii
 - iii. iv
 - v. vi
9. (a) Name of person holding power of attorney
 (b) Nationality
 (c) Liabilities
10. Name of Bankers with full address.
11. Place of business
12. Full time technical staff in applicant's employment
 - i. Graduate engineers with minimum 10 years experience
 - ii. Graduate engineers with minimum 05 years experience [excluding (i) above]
 - iii. Diploma engineers with minimum 10 years experience
 - iv. Diploma engineers with minimum 03 years experience [excluding (iii) above]
13. Does the applicant have sufficient T and P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for Yes No
 [attach details and category applied for]
14. Is any person working with the applicant is a near Yes No
 relative of the officer/official of Haryana PWD If yes, give detail.

15. Details of Works completed, in progress and secured during the last enlistment/revalidation as per Appendix – C-2). This list should include all works with gross amount of work done is more than the required magnitude for the class in which registration is required.

- (i) Whether above details enclosed? Yes[] No[]
- (ii) Certificate regarding performance of contractor for work included in Appendix- C-2, as per proforma of Appendix C-4. Yes[] No[]
- (iii) Details of tenders issued and/ or submitted by contractor (Proforma C-3) Yes[] No []

16. Certificates:-

- i. I/We (including all partners) certify that I/We have read the Rule of Enlistment of Contractors in PWD as amended up to –date and shall abide by them.
- ii. I/We certify that the information given above is true to the best of our knowledge. I./We also understand that if any of the information is found wrong. I am/We are liable to be debarred.
- iii. I/We certify that I/We will not get myself/ourselves registered as contractors (S) in hte Department under more than one name,
- iv (a) certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or Administrative duties in the Engineering Department of the Government of Haryana during last two years. I also certify that I have neither such a person within two years of my retirement except with the prior permission of the Government.

(For individuals seeking enlistment in their own name.)

(b) We certify that none of the Partners/Directors retired as an Engineer of Gazetted rank or as a Gazetted Officer employed in Engineering or Administrative duties in the Engineering Departments of the Government during last two years. We also certify that we have neither under our employment any such person nor shall we employ any such person within two years of his retirement except/with the prior permission of the Government. We further certify that Partner(s)/Director(s) is/are not dismissed Government servant and we undertake not to employ, directly or indirectly any person dismissed from Government service in our business without the prior permission of the registering authority.

(Strike out whichever is not applicable)

Signature (s) of applicant (s):

| Name | Signature | Address |
|------|-----------|---------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Date:

No. of Documents attached:

Applicant Signature
(Stamp)

Appendix- C-1

Documents attached for revalidation

| Sr. no. | Document | Yes | No |
|---------|--|-----|----|
| 1 | Proof of constitution: a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. b) In case of partnership firm: (Submit attested copies) i. Partnership deed attested by Notary Public. ii. Form 'A' or equivalent form issued by Registrar of firms. iii. Form 'B' or equivalent form issued by Registrar of firms. iv. Form 'C' or equivalent form issued by Registrar of firms. c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public | | |
| 2 | Affidavit of having never been black-listed by any Government Organisation | | |
| 3 | Power of attorney, if any attested by Notary Public | | |
| 4 | Three passport size photographs of power attorney holder/ authorised signatory | | |
| 5 | Bankers' certificate from scheduled bank in the Performa given in Appendix-B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority | | |
| 6 | Technical Staff: i. List of full time technical staff/Designers with qualification and experience of each. ii. Attested copies of the degrees/diplomas of the technical staff/Designers. iii. Declaration from the technical staff that they are employed with the applicant. iv. Documents like PF subscription. Copy of Income Tax return with IT form 16 etc. Conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) | | |
| 7 | i. List of Machinery, T&P i.e. steelcentering and shuttering, possessed by the Applicant. ii. Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) | | |
| 8 | List of all near relatives working in PWD, including their addresses. | | |
| 9 | Demand Draft for enlistment fee and application fee (if downloaded from internet) (i) List of works completed and in progress in PWD during last four years (Appendix C-2). (ii) Certificate regarding performance as per Appendix B-3 of works included in Appendix C-2 . (iii) Certificate regarding tenders issued and submitted by the contractors for the works in PWD as per Appendix C-3 . | | |
| 10 | Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer | | |
| 11 | Attested copy of enlistment orders | | |

Applicant Signatures
(Stamp)

[illegible]

Applicant Signatures
(Stamp)

Appendix C-3**Performa for the certificate regarding tenders issued and or submitted in PWD during the last four years.**

| Sr. No. | Name of work and agreement no. | Date of tender | | Estimated cost put to tender | Position of tender |
|------------|--------------------------------------|----------------|-----------|---------------------------------|--------------------|
| | | Issued | Submitted | | |
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Signature of Executive Engineer
With seal

**CONTRACTORS PERFORMANCE REPORT
FOR WORKS COMPLETED OR IN PROGRESS
(FOR REVALIDATION OF ENLISTMENT)**

Part –I

(To be filled in by the Contractor and submitted to the Engineer-in-Charge Charge of the Works)

| | | |
|-----|---|--------------------|
| 1. | Name of Contractor | |
| 2. | Name of Work | |
| 3. | Contract No. | |
| 4. | Est. Cost put to Tender | |
| 5. | Tendered Cost | |
| 6. | Gross Amount of Final bill Work done till date | |
| 7. | Stipulated date of | Start Completion |
| 8. | Actual Date of Completion | |
| 9. | Amount of compensation levied, If any | |
| 10. | Amount of Reduced Rate item , If any | |
| 11. | Did the contractor go for Arbitration | |
| 12. | If so, total Amount | Claimed Awarded |

Signature of Contractor

Part –II

- I Certified that details given in Part-I have been verified and found to be correct/have been corrected wherever necessary.
- II The Quality of work is Very Good/Good/ Satisfactory/Poor

Signature of the Executive Engineer

In case of Class I and II Contractors

The Quality of work is Very Good/Good/Satisfactory/Poor

Signature of the Executive Engineer

Note: The Performance report should be forwarded to the Enlisting Authority within two weeks of its receipt from the contractor.